

**REQUEST FOR PROPOSAL #2014-001**

**FOR**

**Architectural and Historical Nonprofessional Services for  
the Survey and Cost Share Program for the Department of  
Historic Resources**

**ISSUED BY**

**THE COMMONWEALTH OF VIRGINIA**

**Department of Historic Resources (DHR)  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803**

**REQUEST FOR PROPOSAL  
RFP #2014-001**

**Issue Date:** Wednesday, August 21, 2013

**Title:** Architectural and Historical Nonprofessional Services for the Survey and Cost Share Programs for the Department of Historic Resources

**Commodity Code:** 90700

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work Will Be Performed:** Various Locations, See Attached Projects

**Period of Contract:** From: Date of Award through Monday, June 30, 2014.

Sealed Proposals will be received until **4:00 PM, Wednesday, September 11, 2013**, for furnishing the services described herein.

All inquiries for information should be directed to:

Mrs. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Elizabeth.Reighard@dhr.virginia.gov

**PROPOSALS MUST BE MAILED OR HAND DELIVERED TO:**

Mrs. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Elizabeth.Reighard@dhr.virginia.gov

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

FEI/FIN NO: \_\_\_\_\_

E-mail: \_\_\_\_\_

Dunn and Bradstreet No. : \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

(Signature in Ink)

Name: \_\_\_\_\_

(Please Print)

Title: \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Size of Business (check one): ☐ Small

☐ Large

Minority-Owned (check one): ☐ Yes

☐ No

Women-Owned (check one): ☐ Yes

☐ No

## **Table of Contents**

	<b>Page</b>
<b>I. Purpose</b>	<b>5</b>
<b>II. Background</b>	<b>5</b>
<b>III. Statement of Needs</b>	<b>5</b>
<b>IV. Proposal Preparation and Submission Requirements</b>	<b>6</b>
<b>V. Evaluation and Award Criteria</b>	<b>8</b>
<b>VI. General Terms and Conditions</b>	<b>9</b>
<b>VII. Special Terms and Conditions</b>	<b>17</b>
<b>VIII. Method of Payment</b>	<b>20</b>
<b>IX. Pricing Schedule</b>	<b>22</b>
<b>X. Attachments:</b>	
A. Survey of the Violet Bank Historic District, City of Colonial Heights	<b>23</b>
B. Architectural Reconnaissance Survey and Report, Matthews County	<b>31</b>
C. Architectural Reconnaissance Survey and Report, King William County	<b>40</b>
D. Town of Surry Proposed Historic District Reconnaissance Survey, Town of Surry	<b>49</b>
E. Bedford Farm Survey, Bedford County	<b>57</b>
F. Town of Boones Mill Updated Survey and Nomination, Town of Boones Mill	<b>65</b>
G. Paxton Street Reconnaissance Survey and Grove Street Preliminary Information Form, City of Danville	<b>74</b>

## **I. PURPOSE:**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish contracts through competitive negotiation for the purchase of services to conduct several Cost Share projects, see attachments for details, by the Commonwealth of Virginia's Department of Historic Resources (DHR).

## **II. BACKGROUND:**

DHR is responsible for the identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively with local governments toward these goals, DHR administers the Cost Share Program for the purpose of establishing agreements for local historic resource documentation and planning projects. The Cost Share Program has been designed to promote local and regional documentation and planning efforts and responds to Executive Memorandum 1-91, which requires agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

In May of 2013, DHR issued a Request for Applications (RFA) to all Virginia localities and Planning District Commissions (PDC), to submit applications to DHR for Survey and Planning Cost Share Program funding for the 2013-14 cycle. The Cost Share program allows project costs to be shared between DHR and the local government or PDC. Eligible projects encompass a broad range of survey and planning activities that include a survey and/or Virginia Landmarks Register and National Register of Historic Places component, and address historic resources through identification, documentation, evaluation, and preservation planning activities consistent with the responsible stewardship of historic resources.

Following review of the applications submitted in response to the RFA, research and evaluation of project requirements, and consultation with local governments and PDCs receiving awards for the 2013-14 program cycle, DHR prepared project scopes of work for issuance in this RFP. All administrative functions of the projects posted in this RFP will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the projects to ensure that products resulting from the projects meet the needs and requirements of the participating local governments and PDCs and DHR, and that project services and products are accomplished and delivered in a timely manner.

## **III. STATEMENT OF NEEDS:**

Please see each individual attached project to obtain that project's specific statement of needs.

#### IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

##### A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to each attached scope of work, that the offeror wishes to submit a proposal for, contained in this RFP. **One original, so marked, and five (5) copies of each proposal must be submitted to DHR, and one (1) electronic copy saved as a PDF to a CD must be submitted to DHR.** The offeror shall make no other distribution of the proposal.
2. Proposal Preparation:
  - a. The proposal(s) shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
  - b. The proposal(s) shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis must be placed on completeness and clarity of content.
  - c. Each copy of the proposal(s) must be bound or contained in a single volume where practical. All documentation submitted with the proposal(s) must be contained in that single volume.
  - d. Ownership of all data, materials and documentation originated and prepared for DHR pursuant to the RFP shall belong exclusively to DHR and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342 of the *Virginia Public Procurement Act* prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
3. Oral Presentation: Offerors who submit a proposal(s) in response to this RFP may be required to give an oral presentation of their proposal(s) to the DHR. This provides an opportunity for the offeror to clarify or elaborate on the proposal(s). This is a fact finding and explanation session only and does not include negotiation. The DHR will schedule the time and location of these presentations. Oral presentations are an option of the DHR and may or may not be conducted.

## **B. SPECIFIC PROPOSAL REQUIREMENTS:**

Proposal(s) must be as thorough and detailed as possible so that the DHR may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal(s):

1. The return of the RFP cover sheet, pricing schedule and addenda, if any, signed and filled out as required. **(This constitutes the State form).**
2. The format of each proposal must contain the following elements organized into separate chapters and sections, as the offeror may deem appropriate:
  - a. Approach and Workplan: The proposal(s) must address, in depth, the offeror's plan to meet the requirements of each of the tasks and activities outlined in the Statement of Needs of this RFP. The workplan must discuss the staffing level(s) required to complete each task, as well as the relative effort that each member of the proposed project team will devote to the project. The workplan also must include a task-by-task schedule of the time required to complete the project. Workplan steps should be supported by the proposed hours the offeror agrees to commit to the project.
  - b. Management Plan and Timetable: The offeror must present a plan that clearly explains how it will manage and control all proposed activities and the resulting timetable. The firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed.

This section should set forth beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the proposed workplan.
  - c. Project Team Qualifications and Experience: This section must include the qualifications of the staff the offeror will assign to this project once selected. At a minimum, the proposal shall:
    1. Designate a Project Manager.
    2. Include the organization, functional discipline, and responsibilities of project team members.
    3. Provide a complete resume or description of each team member's education, professional experience, length of time employed by the offeror and/or a subofferor.

4. Personnel named in the proposal shall remain assigned to the project throughout the period of the contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval of the DHR.
  5. The offeror shall clearly state if it is proposing to subcontract any of the work herein. Names of subofferors are to be provided and by proposing such firm(s) or individuals, the offeror assumes full liability for the subofferor's performance.
- d. Firm Experience and Capabilities/References: The purpose of this section is to provide an overview of the offeror's company, plus the offeror's commitment to the services set forth in this RFP.
1. Summarize the organization structure and size of the company plus its date of organization and current principal place of business.
  2. Outline and briefly discuss the scope of services provided and the approximate percentage of the total business devoted to the type of services requested in this RFP.
  3. The offeror must specify, in a similar manner with references, etc., the qualifications of any subofferors to be used in this proposed project.
  4. Include a list or describe representative clients served, both nationally and by the local office focusing on clients similar in size and complexity to the City.
  5. Provide the current name, address and telephone number of at least three (3) specific references the company has served either currently or in the past two years; preferably those where one or more members of the project team provided the same or similar services as requested herein.

Each reference should indicate the scope of services provided to each referenced client.

- e. Proposed price.
- f. SWaM Certification.

## **V. EVALUATION AND AWARD CRITERIA:**

- A. Award: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting a proposal(s) on the basis of the evaluation factors

included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror(s), which, in its opinion, have made the best proposal(s), and shall award the contract to those offerors. The DHR may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359, *Code of Virginia*.) Should the DHR determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the offeror's proposal as negotiated. The DHR will award each line item or project separately and reserve the right to award multiple line items or projects to one vendor.

To ensure that all the work is accomplished within the specified time frames, the DHR reserves the right to limit the number of contracts under DHR-sponsored documentation and planning cost share agreements to no more than two awarded to any one vendor for the same contract period.

**B. Evaluation Criteria:** Proposals will be evaluated by the DHR using the following criteria:

CRITERIA	POINT VALUE
A. Project Approach and Workplan	25
B. Project Management Plan and Timetable	25
C. Firm Experience and Capabilities/References	20
D. Project Cost	10
E. SWaM Certification	20

A DMBE-certified small business that serves as prime vendor will receive full credit for small business utilization. Other businesses will receive credit based on their Small Business Subcontracting Plan.

## **VI. GENERAL TERMS AND CONDITIONS:**

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.eva.virginia.gov](http://www.eva.virginia.gov) under "Vendors Manual" on the vendors tab.
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in

controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

- C. **ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- F. **DEBARMENT STATUS:** By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs:**
1. **(Request For Proposals):** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. **CLARIFICATION OF TERMS:** If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**
1. **To Prime Contractor:**
    - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
    - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
    - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
    - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
    - e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable

and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. **QUALIFICATIONS OF (OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services

and/or furnish the goods contemplated therein.

- M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

- Q. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

**NOTE: In addition, various Professional Liability/Errors and Omissions coverage's are required when soliciting those services as follows:**

<b><u>Profession/Service</u></b>	<b><u>Limits</u></b>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals or Health Maintenance Organizations.)	\$1,925,000 per occurrence, \$3,000,000 aggregate
(Limits increase each July 1 through fiscal year 2008, as follows: July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the <i>Code of Virginia</i> .)	
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

R. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

S. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

T. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

U. **eVA Business-To-Government Vendor Registration:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

Effective July 1, 2011, vendor registration and registration-renewal fees have been discontinued. Registration options are as follows:

- a. eVA Basic Vendor Registration Service: eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.

- b. eVA Premium Vendor Registration Service: eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.

Vendor transaction fees are determined by the date the original purchase order is issued and are as follows:

- c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- d. For orders issued August 16, 2006 thru June 30, 2011, the Vendor Transaction Fee is:
  - i. DMBE-certified Small Businesses: 1%, capped at \$500 per order.
  - ii. Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- e. For orders issued July 1, 2011 thru June 30, 2013, the Vendor Transaction Fee is:
  - i. DMBE-certified Small Businesses: 0.75%, capped at \$500 per order.
  - ii. Businesses that are not DMBE-certified Small Businesses: 0.75%, capped at \$1,500 per order.
- f. For orders issued July 1, 2013 and after, the Vendor Transaction Fee is:
  - i. DMBE-certified Small Businesses: 1%, capped at \$500 per order.
  - ii. Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. **SET-ASIDES:** This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. For purpose of award, bidders/offerors shall be deemed small business if and only if they are certified as such by DMBE on the due date for receipt of bids/proposals.
- X. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, offerors shall state offer prices in US dollars.
- Y. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

## VII. SPECIAL TERMS AND CONDITIONS:

- A. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials during said period.
- B. **BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be recorded to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- C. **BID ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- D. **CANCELLATION OF CONTRACT:** DHR reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From:	
Name of Offeror	Due Date and Time
Street/Box No.	IFB No./RFP No.
City/State/Zip Code	IFB/RFP Title
Name of Contract/Purchase Officer or Buyer	

d. The envelope should be addressed as directed.

e. A proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designed location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the

envelope.

- F. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the agency with the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
- G. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**
- A. It is the goal of the Commonwealth that 40% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DMBE-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DMBE-certified small businesses. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority Business Enterprise (DMBE) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.
- B. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
- C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a monthly basis, information on use of subcontractors that are not DMBE-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.
- H. **INVENTIONS AND COPYRIGHTS:** The contractor is prohibited from copyrighting any papers, interim reports, forms, or other material and/or obtaining patents on any invention resulting from its/his performance under this agreement, except upon the written direction of the Commonwealth of Virginia. The copyright or patent shall belong to the Commonwealth of Virginia.

- I. **FREEDOM OF INFORMATION ACT:** Ownership of all data, material and documentation originated and prepared for the State is subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- J. **DRUG FREE WORKPLACE:** Each of the following acts is prohibited by the contractor or his/her employees performing service under the terms of a contract resulting from this solicitation.
- a. Unlawful or unauthorized manufacture, distribution, dispensing, possession or use of alcohol or other drugs at the workplace.
  - b. Impairment or incapacitation in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
  - c. By submitting a proposal, offerors certify that they understand these prohibitions, and if awarded a contract as the result of this solicitation, they will comply. They also understand that a violation of these prohibitions is a breach of contract and can result in default action.
- K. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- L. **AWARD TO MULTIPLE OFFERORS:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- M. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in one purchase order(s) with the eVA transaction fee specified below assessed for each order.

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 thru June 30, 2011, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.
- c. For orders issued July 1, 2011 thru June 30, 2013, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 0.75%, Capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 0.75%, Capped at \$1,500 per order.
- d. For orders issued July 1, 2013, and after, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalogmanager@dgs.virginia.gov](mailto:eVA-catalogmanager@dgs.virginia.gov).

## **VIII. METHOD OF PAYMENT:**

- A. SUBMISSION OF INVOICES TO DHR:** *The contractor shall submit invoices for the work performed according to the schedule outlined in the Reporting and Delivery Instructions of each attached project.*

### **Original invoices must be sent to:**

Ms. Patricia A. Hurt, Grants Manager  
Virginia Department of Historic Resources  
10 Courthouse Ave.  
Petersburg, VA 23803  
Phone: 804.862.6198  
E-mail: [Patty.Hurt@dhr.virginia.gov](mailto:Patty.Hurt@dhr.virginia.gov)

A copy of all invoices must also be e-mailed for approval to Carey Jones at [Carey.Jones@dhr.virginia.gov](mailto:Carey.Jones@dhr.virginia.gov)

**Electronic submissions are acceptable.**

An invoice shall be provided by the contractor at each of the following stages of the project (see due dates in schedule, outlined in the Reporting and Delivery Instructions section of each attached project):

1. Upon successful completion of the first project meeting, and the orientation and training meetings, as required (10% of the total project fee);
2. When the project has met the twenty five percent (25%) completion point (15% of the total project fee);
3. When the project has met the fifty percent (50%) completion point (25% of the total project fee);
4. When the project has met the seventy-five percent (75%) completion point (25% of the total project fee);
5. When the contractor has provided all final materials to DHR (25% of the total project fee).

**B. PROGRESS REPORTS: Each invoice must be accompanied by a progress report.**

The progress report shall:

1. List all tasks and deliverables required by the project;
2. State the percentage completed as of the date of the invoice;
3. Include an itemization of required services and products completed for that stage of the project;
4. Reflect submission of materials for review to DHR, and to the locality as required, as noted in the Reporting and Delivery Instructions section, of each attached project, with an itemization of materials submitted and date of submittal (the itemization should be in the form of DHR number, if assigned, and property address). Note that the progress reports may use the format of the project schedules included in each project overview, attached.

**Electronic submissions are acceptable.**

**C. PAYMENT:**

**Payment on each invoice will be made by DHR within 30 days following receipt and approval of the invoice, contingent upon acceptance of the services performed and acceptance of the products for the period covered by the invoice.** When review of materials covered by the invoice indicates that substantial revisions are needed to meet DHR requirements, approval of payment may be delayed due to the length of time required for review and DHR's need to confirm that the products will be acceptable once changes are made. DHR will make every effort to review products and approve invoices on acceptable materials within two weeks of receipt of deliverables. **Note that failure to submit the invoice to the correct location, failure to submit a progress report with the invoice, or failure to submit a complete package of deliverables in the correct format and to the correct locations, prepared according to DHR requirements, may result in delayed payment.**

**IX. PRICING SCHEDULE:**

**Provide a lump sum price for each attached project separately. Only provide pricing on projects that you are interested in.**

Total project price to include all mileage, phone, lodging, meals, copying, photography, etc. to provide services as described:

Attachment A: Lump Sum Price: \_\_\_\_\_

Attachment B: Lump Sum Price: \_\_\_\_\_

Attachment C: Lump Sum Price: \_\_\_\_\_

Attachment D: Lump Sum Price: \_\_\_\_\_

Attachment E: Lump Sum Price: \_\_\_\_\_

Attachment F: Lump Sum Price: \_\_\_\_\_

Attachment G: Lump Sum Price: \_\_\_\_\_

**X. ATTACHMENTS**

- A. Survey of the Violet Bank Historic District, City of Colonial Heights
- B. Architectural Reconnaissance Survey and Report, Matthews County
- C. Architectural Reconnaissance Survey and Report, King William County
- D. Town of Surry Proposed Historic District Reconnaissance Survey, Town of Surry
- E. Bedford Farm Survey, Bedford County
- F. Town of Boones Mill Updated Survey and Nomination, Town of Boones Mill
- G. Paxton Street Reconnaissance Survey and Grove Street Preliminary Information Form, City of Danville

**ATTACHMENT A**

**SURVEY OF THE VIOLET BANK HISTORIC  
DISTRICT, CITY OF COLONIAL HEIGHTS,  
VA**

## PROJECT OVERVIEW

**Issue Date:** August 21, 2013

**Title:** **Survey of the Violet Bank Historic District**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **City of Colonial Heights**

**Period of Contract:** Date of Award through Monday, June 30, 2014

Responses will be received until **4:00 PM, Wednesday, September 11, 2013**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out an architectural resources survey of the proposed Violet Bank Historic District in the City of Colonial Heights, VA. It is anticipated that this historic resources documentation effort will support the City's long-range historic preservation planning efforts, and will lead to nomination to the National Register of Historic Places and Virginia Landmarks Register properties included in the proposed Violet Bank Historic District.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

The proposed Violet Bank Historic District is located in the City of Colonial Heights, just north of Petersburg. The proposed area measures approximately 50 acres and is bounded by Royal Oak and Virginia Avenues, on the south, Lee Avenue on the north, the Boulevard (also known as 301/1) on the west and Lafayette, Bristol and Jackson Avenues on the east. (See Map Section VIII). The proposed district is composed primarily of approximately 230 residential buildings built between 1920 and 1949 with American Four Square and Craftsman Bungalows as the prevalent house styles and forms.

Since 2007, the City has been working with residents of the Flora Hill neighborhood to prepare a register nomination for the Violet Bank District. As part of the process, community members and City staff worked to complete a survey of each property in the proposed district. In 2008, the committee, with the help of City staff, submitted a Preliminary Information Form for the district to DHR. In June of that year, the City received the department's approval to prepare and submit a nomination for this district. In anticipation of listing the proposed historic district in the Virginia Landmarks Register and the National Register of Historic Places, a complete reconnaissance-level architectural resources survey is required.

The project will involve gathering architectural data for approximately 230 properties in the proposed district, inputting the information into DHR's on-line data management system, and producing supporting documentation required for all survey projects.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the reconnaissance-level architectural resources survey. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and the City that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials

that do not meet these requirements shall be returned to the consultant for editing and resubmission.

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS). These products shall be provided to DHR and to the City.

## **RECONNAISSANCE DOCUMENTATION**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each identified property:

One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;

One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);

One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and

One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## **PROJECT SCHEDULE OVERVIEW**

## **PROJECT INITIATION AND V-CRIS TRAINING**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the City at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and City officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

## **BACKGROUND RESEARCH**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the City, and historic district and individual property nominations for district(s) and properties in the City. It is also expected that the consultant will examine all pertinent information related to the proposed project area in the City's government records. It is expected that the consultant will also carry out background research in other repositories, as necessary, and at a minimum, including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

## **PROJECT DELIVERABLES**

Interim draft survey materials are due at intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator in the Richmond Headquarters. An additional disk with electronic materials shall also be provided to the City. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural Survey Coordinator.

The consultant will attend a project meeting with DHR's Architectural Survey Coordinator and City officials no later than December 13, 2013 to discuss the project. A windshield survey of the proposed historic district is expected to be conducted as part of this meeting. This meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project.

By Friday, May 2, 2014, all complete, final documentation products (printed and electronic documentation forms, photographs, and site plans) must be received by DHR. Distribution of materials to the City will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator.

Final documentation products (Archives files) shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the City, according to the Detailed Schedule (Section VII).

## CONSULTANT DATA SHEET

**YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	PERIOD OF SERVICE	CONTACT PERSON & INFORMATION

## DETAILED SCHEDULE OF DELIVERABLES

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and the City.*

### **Friday, November 1, 2013 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and City officials.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.

### **Friday, December 13, 2013 – 25% completion:**

- At minimum **fifty (50)** draft reconnaissance-level property documentation forms, with black and white photographs, digital images, and supporting documentation (site plans). Hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator.
- Electronic copies of the draft survey materials will be provided to the City.
- Public meeting with contractor, DHR staff, and City officials.

### **Friday, January 31, 2014 - 50% completion:**

- At minimum **fifty (50)** draft reconnaissance-level property documentation forms, with black and white photographs, digital images, and supporting documentation (site plans). Hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator.
- Electronic copies of the draft survey materials will be provided to the City.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary.

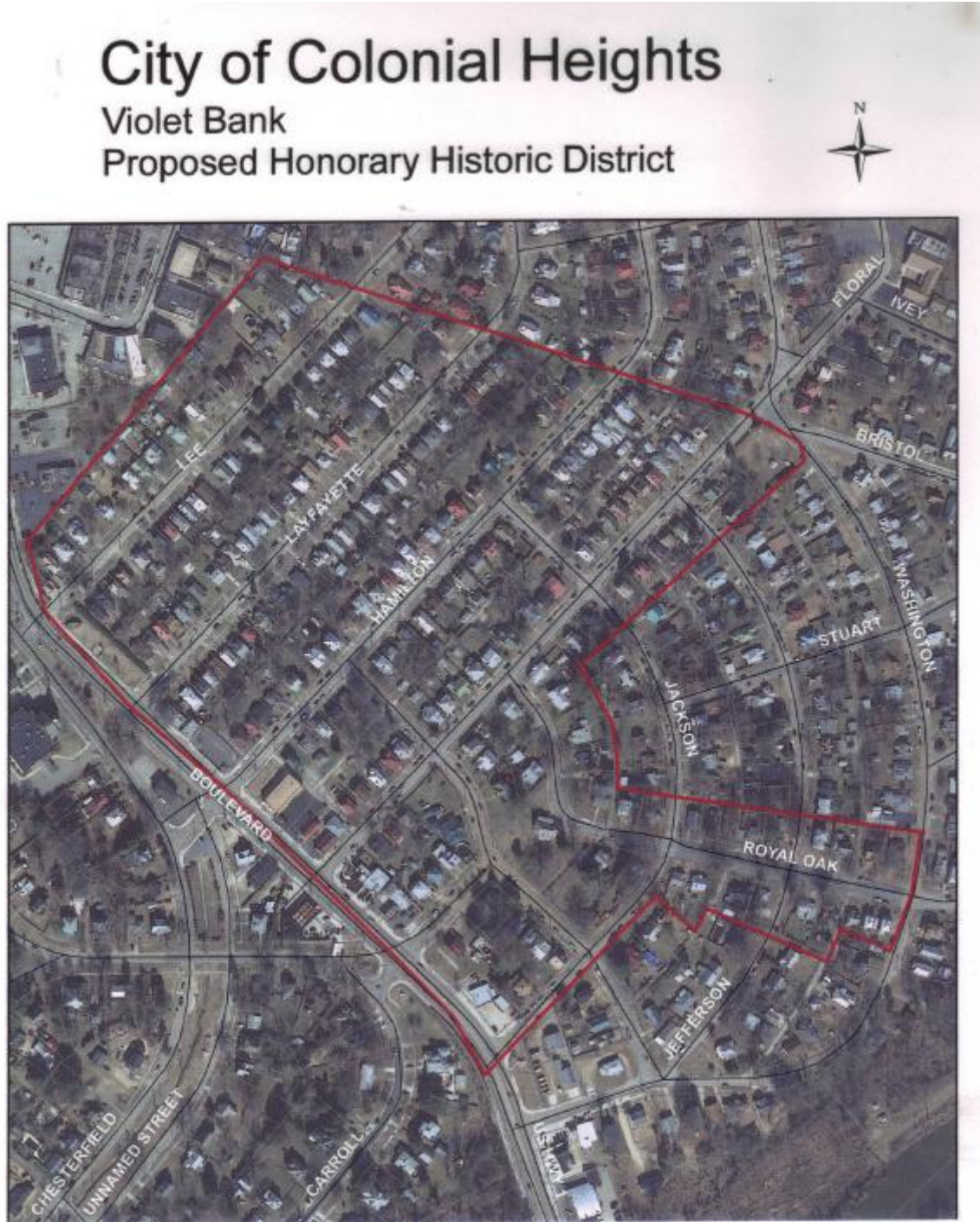
### **Friday, March 28, 2014 – 75% completion:**

- At minimum **sixty five (65)** draft reconnaissance-level property documentation forms, with black and white photographs, digital images, and supporting documentation (site plans). Hard copies of the materials will be submitted to DHR's Architectural Survey Coordinator.
- Electronic copies of the draft survey materials will be provided to the City.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary.

### **Friday, May 2, 2014 - 100% completion:**

- All complete, final documentation products including printed documentation forms, photographs (black and white and digital), site plans to DHR's Architectural Survey Coordinator.
- Electronic copies of all survey materials saved to a CD will be provided to the City.
- The consultant will distribute materials to the City in consultation with DHR's Architectural Survey Coordinator.

**MAP: Proposed Violet Bank Historic District**



*Source: City of Colonial Heights Cost Share Application (2013).*

**ATTACHMENT B**

**ARCHITECTURAL RECONNAISSANCE  
SURVEY AND REPORT,  
MATHEWS COUNTY**

## PROJECT OVERVIEW

**Issue Date:** August 21, 2013

**Title:** **Architectural Reconnaissance Survey and Report**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Mathews County**

**Period of Contract:** Date of Award through Monday, June 30, 2014

Responses will be received until **4:00 PM, Wednesday, September 11, 2013**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Mathews County Reconnaissance Survey and Report project. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and will support the County's long term planning, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

Mathews County is located in the Tidewater region of Virginia and is bounded by Gloucester County on the west, the Chesapeake Bay on the north and east, and the Mobjack Bay on the south. Set off from Gloucester County in 1790, the County has diverse collection above-ground resources dating from the Early Colonial Era to the twentieth century. Despite its long history, proximity to important historic areas, and committed and knowledgeable citizenry, the County is one of the least surveyed counties in Virginia.

This project seeks to update outdated existing survey, document properties not yet included in DHR's Archives, and produce a survey report. The project will involve updating existing documentation for 50 properties, creating reconnaissance-level survey documentation for approximately 170 newly identified properties, and completing a summary report with a complete historic context and recommendations for future work.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the Mathews County reconnaissance survey and report project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf). The survey report produced for this project shall also be prepared according to DHR requirements as described in the *Guidelines* (2011). The County and DHR will determine priority properties for survey in consultation with the consultant. Additionally, DHR will encourage survey of resources related to diverse and/or underrepresented people.

It is the expectation of DHR and the County that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission.

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS). These products shall be provided to DHR and to the County. Paper copies and digital copies of the survey report shall also be provided to the County and to DHR.

## **RECONNAISSANCE DOCUMENTATION**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each identified property:

One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;

One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);

One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and

One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## **SURVEY REPORT**

The consultant shall prepare a written report, illustrated with photographs, historic images, maps, and other graphics as appropriate. The final report shall be submitted on disk, saved as a PDF, as well as in hard copy to both DHR and the County (four bound copies shall be submitted to DHR; one bound copy for the County). Further guidance for preparing the survey report is found in DHR's *Guidelines* (2011).

## **PROJECT SCHEDULE OVERVIEW**

## **PROJECT INITIATION AND V-CRIS TRAINING**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials

relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the County at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and County officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

## **BACKGROUND RESEARCH**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the County, and historic district and individual property nominations for district(s) and properties in the County. It is also expected that the consultant will examine all pertinent information related to the proposed project area in the County's government records. It is expected that the consultant will also carry out background research in other repositories, as necessary, and at a minimum, including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

## **PROJECT DELIVERABLES**

Interim draft survey materials are due at intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator. An additional disk with electronic materials shall also be provided to the County. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural in the respective regional office and Survey Coordinator.

The consultant will attend a project meeting with DHR's Tidewater Regional Preservation Office (TRPO) staff and County officials no later than October 31, 2013 to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also, priority properties to be included in this study and a draft list of the properties to be documented shall be discussed. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by December 12, 2013), at the discretion of the County and DHR.

By Friday, May 2, 2014, all complete, final documentation products (printed and electronic documentation forms, photographs, and site plans) must be received by DHR. Distribution of materials to the County will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, TRPO.

Final documentation products (archives files) and the final survey report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all

applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the County, according to the Detailed Schedule (Section VII).

## CONSULTANT DATA SHEET

**YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	PERIOD OF SERVICE	CONTACT PERSON & INFORMATION

## DETAILED SCHEDULE OF DELIVERABLES

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and the County.*

### **Thursday, October 31, 2013 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, County officials and involved parties.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.

### **Thursday, December 12, 2013 – 25% completion:**

- At minimum **fifty (50)** draft reconnaissance-level property documentation forms, with black and white photographs, and supporting documentation (site plans). The contractor will submit a combination of updated documentation for previously identified properties and documentation for newly identified properties.
- Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Public meeting with contractor, DHR staff, County officials and interested parties.

### **Thursday, January 30, 2014 - 50% completion:**

- At minimum **sixty (60)** additional draft reconnaissance-level property documentation forms, with photographs (digital is acceptable), and supporting documentation (site plans). The contractor will submit a combination of updated documentation for previously identified properties and documentation for newly identified properties.
- Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary. Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.

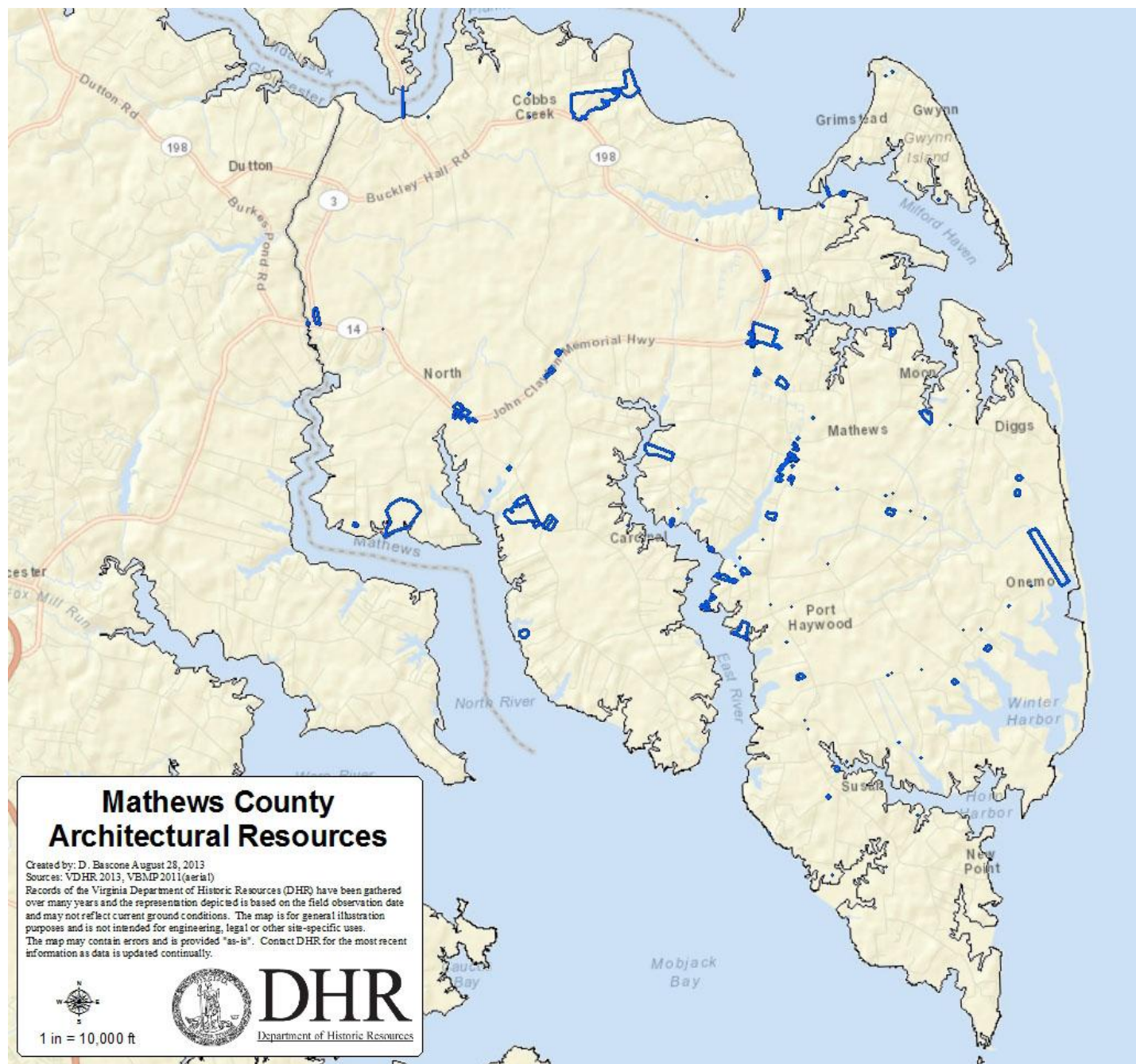
### **Thursday, March 28, 2014 – 75% completion:**

- At minimum **sixty (60)** additional draft reconnaissance-level property documentation forms, with black and white photographs, and supporting documentation (site plans). The contractor will submit a combination of updated documentation for previously identified properties and documentation for newly identified properties.
- Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary. Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- A draft electronic copy of the survey report, prepared according to DHR Standards will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office, DHR's Survey Coordinator, the County and the Mathews Historical Society for review and comment.

### **Thursday, May 1, 2014 - 100% completion:**

- All complete, final documentation products including printed documentation forms, photographs (black and white and digital), site plans to DHR Tidewater Regional Preservation Office.
- Four bound copies and one electronic copy of the final survey report to DHR's Richmond Office. One copy printed and electronic for the County, one bound copy for the Mathews County Historical Society, and one bound copy for the local library.
- The consultant will distribute materials to the County in consultation with DHR's Architectural Survey Coordinator and Architectural Historian in the Tidewater Regional Preservation Office.

## MAP: Mathews County Previously Documented Architectural Resources



**ATTACHMENT C**

**ARCHITECTURAL RECONNAISSANCE  
SURVEY AND REPORT,  
KING WILLIAM COUNTY**

## PROJECT OVERVIEW

**Issue Date:** August 21, 2013

**Title:** **Architectural Reconnaissance Survey and Report**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **King William County**

**Period of Contract:** Date of Award through Monday, June 30, 2014

Responses will be received until **4:00 PM, Wednesday, September 11, 2013**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the King William County Reconnaissance Survey and Report project. It is anticipated that this historic resources documentation effort will result in increased awareness about the location and significance of historic properties and will support the County's long term planning, education, and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

King William County is located in the Tidewater region of Virginia and is bounded on the north by King and Queen County, on the south by New Kent and Hanover Counties, and to the northeast by Caroline County. It has long, complex and celebrated history as a rural community and retains much of its agricultural character. With its endless fields, forests, and shorelines along the Mattaponi and Pamunkey Rivers, anchored at its east edge by West Point and nearly touching the Richmond Metropolitan area on its west, the community is situated at a crossroads of Virginia history. As with other Counties in the area, it is underrepresented in DHR's Archives.

This project seeks to update outdated existing survey, document properties not yet included in DHR's Archives, and produce a survey report. The project will involve updating existing documentation of approximately 80 properties, identifying and documenting approximately 40 new properties at the reconnaissance level, and the completion of a summary report with a complete historic context and recommendations for future work.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the King William County reconnaissance survey and report project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf). The survey report produced for this project shall also be prepared according to DHR requirements as described in the *Guidelines* (2011). The County and DHR will determine priority properties for survey in consultation with the consultant. Additionally, DHR will encourage survey of resources related to a diverse and/or underrepresented peoples.

It is the expectation of DHR and the County that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission.

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS). These products shall be provided to DHR and to the County. Paper copies and digital copies of the survey report shall also be provided to the County, DHR, and the local historic society.

## **RECONNAISSANCE DOCUMENTATION**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each identified property:

One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;

One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);

One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and

One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## **SURVEY REPORT**

The consultant shall prepare a written report, illustrated with photographs, historic images, maps, and other graphics as appropriate. The final report shall be submitted on disk, saved as a PDF, as well as in hard copy to both DHR and the County (four bound copies shall be submitted to DHR; one bound copy for the County). Further guidance for preparing the survey report is found in DHR's *Guidelines* (2011).

## **PROJECT SCHEDULE OVERVIEW**

## **PROJECT INITIATION AND V-CRIS TRAINING**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, negative

sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the County at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and County officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

## **BACKGROUND RESEARCH**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the County, and historic district and individual property nominations for district(s) and properties in the County. It is also expected that the consultant will examine all pertinent information related to the proposed project area in the County's government records. It is expected that the consultant will also carry out background research in other repositories, as necessary, and at a minimum, including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

## **PROJECT DELIVERABLES**

Interim draft survey materials are due at intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator. An additional disk with electronic materials shall also be provided to the County. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural Historian in the respective regional office and Survey Coordinator.

The consultant will attend a project meeting with DHR's Tidewater Regional Office (TRPO) staff and County officials no later than October 31, 2013 to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also, priority properties to be included in this study and a draft list of the properties to be documented shall be discussed. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by December 17, 2013), at the discretion of the County and DHR.

By Tuesday, May 6, 2014, all complete, final documentation products (printed and electronic documentation forms, photographs, and site plans) must be received by DHR. Distribution of materials to the County will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, TRPO.

Final documentation products (archives files) and the final survey report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the County, according to the Detailed Schedule (Section VII).

## CONSULTANT DATA SHEET

**YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	PERIOD OF SERVICE	CONTACT PERSON & INFORMATION

## DETAILED SCHEDULE OF DELIVERABLES

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and the County.*

### **Thursday, October 31, 2013 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, County officials and involved parties.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.

### **Tuesday, December 17, 2013 – 25% completion:**

- At minimum **thirty (30)** draft reconnaissance-level property documentation forms, with black and white photographs, and supporting documentation (site plans). The contractor will submit a combination of updated documentation for previously identified properties and documentation for newly identified properties.
- Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Public meeting with contractor, DHR staff, County officials and interested parties.

### **Tuesday, February 4, 2014 - 50% completion:**

- At minimum **thirty-five (35)** additional draft reconnaissance-level property documentation forms, with photographs (digital is acceptable), and supporting documentation (site plans). The contractor will submit a combination of updated documentation for previously identified properties and documentation for newly identified properties.
- Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary. Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.

### **Tuesday, April 1, 2014 – 75% completion:**

- At minimum **thirty-five (35)** additional draft reconnaissance-level property documentation forms, with black and white photographs, and supporting documentation (site plans). The contractor will submit a combination of updated documentation for previously identified properties and documentation for newly identified properties.
- Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary. Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- A draft electronic copy of the survey report, prepared according to DHR Standards will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office, DHR's Survey Coordinator, and the County for review and comment.

### **Tuesday, May 6, 2014 - 100% completion:**

- All complete, final documentation products including printed documentation forms, photographs (black and white and digital), site plans to DHR Tidewater Regional Preservation Office.
- Four bound and one electronic copies of the final survey report to DHR's Richmond Office; two electronic copies for the County. The consultant will distribute materials to the County in consultation with DHR's Architectural Survey Coordinator and Architectural Historian in the Tidewater Regional Preservation Office.

**King William County, Virginia**  
**Map of Historic Places**

**King William County Place & Community**  
 Burdens / Farms (burden) - ●  
 Churches (burden) - ▲  
 Mills (burden) - ◆  
**NATIVE AMERICAN SITES**  
**PHYSICAL FEATURES**

**Adjacent County Locations & Features**

This map was prepared by David Edwards (Edwards) and  
 John W. Woodbury, Map of King William County (1970).  
 Additional sources of information include: Old New Kent  
 County - Some towns of the Plains, Pamunkey, and Powhatan  
 New Kent County, Va. (Middletown H. Harris) (1877); street  
 L. T. Caldwell C.S.A. maps (1885-1905); various USGS maps  
 (1840 to 1945); King William County Survey - On Day Maps,  
 completed by the County Council of King William County  
 (1925); the late Virginia State Engineer's Office, King William  
 County (1935); the late Virginia State Engineer's Office,  
 King William County (1935); and the late Virginia State  
 Engineer's Office, King William County Planning Department (2005).

The map was drawn in 2000 by John C. Edwards using a  
 base map purchased from the Virginia DNR.

All rights reserved.  
 Address, corrections, and suggestions are appreciated.  
 jcd@edwards.com

One square mile or 640 acres

Scale: 0 to 6 miles

48

**ATTACHMENT D**

**TOWN OF SURRY PROPOSED HISTORIC  
DISTRICT  
RECONNAISSANCE SURVEY,  
TOWN OF SURRY**

## PROJECT OVERVIEW

**Issue Date:** August 21, 2013

**Title:** **Town of Surry Proposed Historic District Reconnaissance Survey**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Town of Surry, Surry Town**

**Period of Contract:** Date of Award through Monday, June 30, 2014

Responses will be received until **4:00 PM, Wednesday, September 11, 2013**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Town of Surry proposed historic district reconnaissance survey. It is the mutual hope and expectation of the Town and DHR that this project will result in increased awareness about the location and significance of historic properties, will aid future nomination efforts, and will support the Town's long term planning, development and tourism goals.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

The Town of Surry (established in 1756) is in the Tidewater Region of Virginia and comprises a land area of approximately .08 square miles that is unified in both its compatible character and cultural significance. The Town is primarily residential in character with mostly single family residences, has a small public park, one athletic field, and a commercial/governmental section situated at the Town's main core. The Town is situated in an area generally described as rural farmland and has a variety of vernacular architectural styles that date from the early 19th century to the present.

In August 2013, DHR recommended that the Town of Surry Historic District is eligible at the local level of significance under Criterion A (Government/Politics, Commerce, Ethnic Heritage: Black, Ethnic Heritage: European (Russian), and Military History) and Criterion C (Architecture), with a period of significance of ca. 1797, the estimated construction date of the oldest extant building, to 1963.

The project will involve gathering architectural data for approximately 188 properties located within the proposed historic district, inputting the information into DHR's on-line data management system, and producing supporting documentation required for all survey projects.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the Town of Surry proposed historic district reconnaissance survey. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf). The Town and DHR will determine priority properties for survey in consultation with the consultant. Additionally, DHR will encourage survey of resources related to a diverse and/or underrepresented people.

It is the expectation of DHR and the Town that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and

resubmission.

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS). These products shall be provided to DHR and to the Town.

## **RECONNAISSANCE DOCUMENTATION**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each identified property:

One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;

One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);

One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and

One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## **PROJECT SCHEDULE OVERVIEW**

## **PROJECT INITIATION AND V-CRIS TRAINING**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the Town at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and Town officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

## **BACKGROUND RESEARCH**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the Town, and historic district and individual property nominations for district(s) and properties in the Town. It is also expected that the consultant will examine all pertinent information related to the proposed project area in the Town's government records. It is expected that the consultant will also carry out background research in other repositories, as necessary, and at a minimum, including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

## **PROJECT DELIVERABLES**

Interim draft survey materials are due at intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator. An additional disk with electronic materials shall also be provided to the Town. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural Historian in the respective regional office and Survey Coordinator.

The consultant will attend a project meeting with DHR's Tidewater Regional Office (TRPO) staff and Town officials no later than October 31, 2013 to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also, priority properties to be included in this study and a draft list of the properties to be documented shall be discussed. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by December 10, 2013), at the discretion of the Town and DHR.

By Tuesday, May 6, 2014, all complete, final documentation products (printed and electronic documentation forms, photographs, and site plans) must be received by DHR. Distribution of materials to the Town will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, TRPO.

Final documentation products (archives files) shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the Town, according to the Detailed Schedule (Section VII).

## CONSULTANT DATA SHEET

**YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	PERIOD OF SERVICE	CONTACT PERSON & INFORMATION

## DETAILED SCHEDULE OF DELIVERABLES

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and the Town.*

### **Thursday, October 31, 2013 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and Town officials.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.

### **Tuesday, December 10, 2013 – 25% completion:**

- At minimum **forty (40)** draft reconnaissance-level property documentation forms, with black and white photographs, and supporting documentation (site plans). Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Public meeting with contractor, DHR staff, and Town officials.

### **Tuesday, January 28, 2014 - 50% completion:**

- At minimum **forty (40)** additional draft reconnaissance-level property documentation forms, black and white, and supporting documentation (site plans). Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary. Hard copies of the materials will be submitted to the Architectural Historian in Tidewater Regional Preservation Office and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.

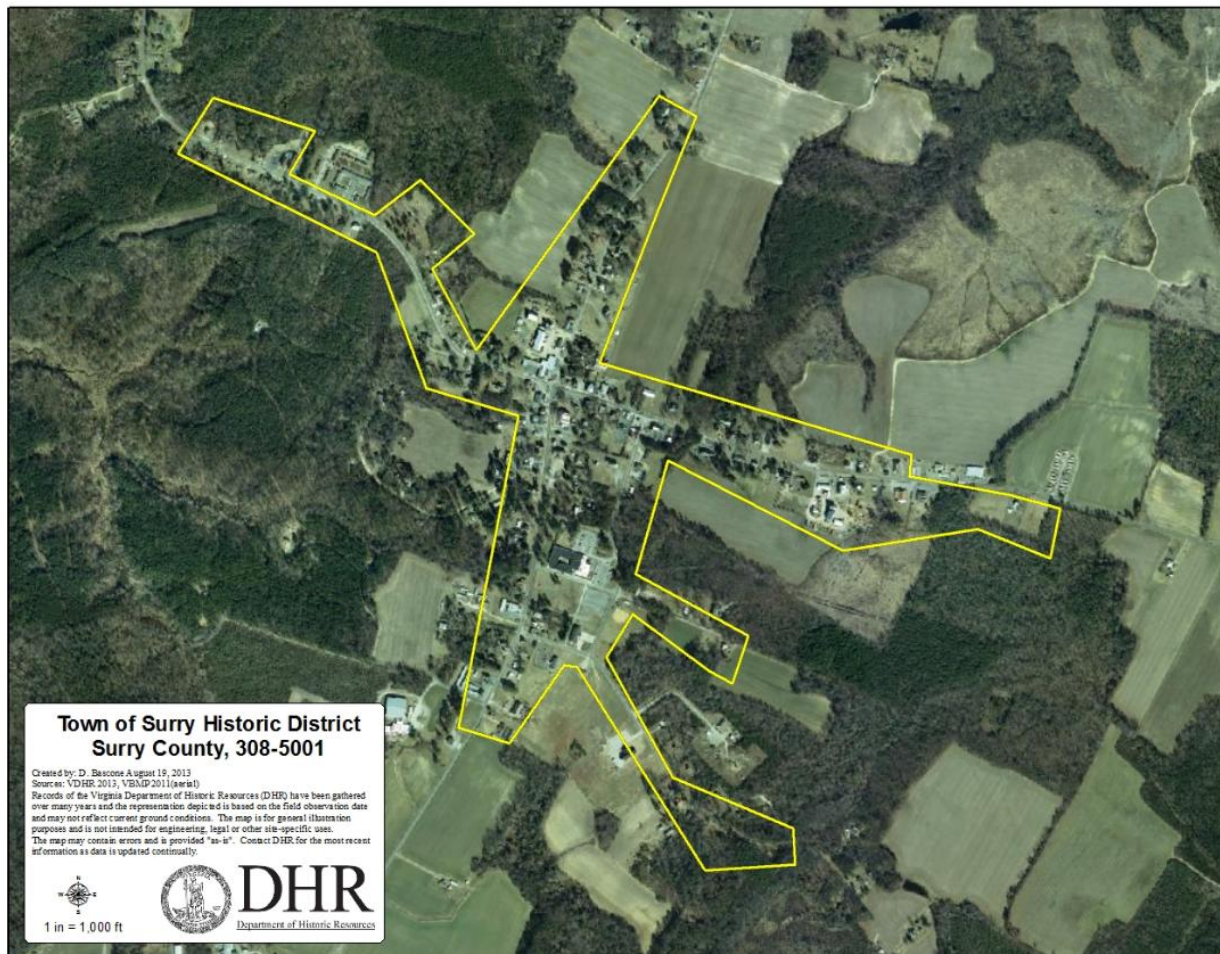
### **Tuesday, March 25, 2014 – 75% completion:**

- At minimum **forty (40)** additional draft reconnaissance-level property documentation forms, black and white photographs, and supporting documentation (site plans). Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Revised reconnaissance-level property documentation forms and supporting materials from the initial submission, if necessary. Hard copies of the materials will be submitted to the Architectural Historian in the Tidewater Regional Preservation Office and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.

### **Tuesday, May 6, 2014 - 100% completion:**

- All complete, final documentation products including printed documentation forms, photographs (black and white and digital), site plans to DHR Tidewater Regional Preservation Office. One set of the complete survey files, printed and saved to a disc, will be provided to the Town.
- The consultant will distribute materials to the Town in consultation with DHR's Architectural Survey Coordinator and Architectural Historian in the Tidewater Regional Preservation Office.

## MAP: Town of Surry Proposed Historic District



**ATTACHMENT E**

**BEDFORD FARM SURVEY,  
BEDFORD COUNTY**

## PROJECT OVERVIEW

**Issue Date:** August 21, 2013

**Title:** **Bedford Farm Survey**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Bedford County**

**Period of Contract:** Date of Award through Monday, June 30, 2014

Responses will be received until **4:00 PM, Wednesday, September 21, 2013** for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
Elizabeth.Reighard@dhr.virginia.gov

All inquiries about the scope of the projects should be directed to Ms. Carey Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the Bedford Farm Survey Project. It is anticipated that this historic resources documentation effort will support the County's long-range identification and historic preservation planning efforts.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the County and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

In 2012-2013 the Bedford Historical Society initiated a windshield survey of farms, barns, and other agricultural outbuildings as part of the "Barns of Bedford" project. The current Bedford Farm Survey project is designed to continue the Barns of Bedford survey project. The survey area encompasses the entire area of Bedford County, a total land mass of 754 square miles. It excludes lands in the George Washington - Jefferson National Forest area, which bounds the County on the northwest border.

The main objective of the Bedford Farm Survey is to continue the reconnaissance survey of agricultural properties in the Town of Bedford and Bedford County and to utilize the results to promote appreciation and preservation of these resources. The current project will involve a windshield survey, new documentation for approximately 125 properties, and the preparation of a survey report that presents the results of the survey and provides recommendations for further work.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for Bedford Farm Survey Project. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and the County that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission.

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS) and a written summary report. These products shall be provided to DHR and to the County.

## **RECONNAISSANCE DOCUMENTATION**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each identified property:

One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;

One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);

One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and

One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## **SURVEY REPORT**

The consultant shall prepare a written report, illustrated with photographs, historic images, maps, and other graphics as appropriate. The final report shall be submitted on disk, saved as a PDF, as well as in hard copy (four bound copies shall be submitted to DHR, and four bound copies to the Bedford Historical Society). Further guidance for preparing the survey report is found in DHR's *Guidelines* (2011).

## **PROJECT SCHEDULE OVERVIEW**

## **PROJECT INITIATION AND V-CRIS TRAINING**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the historical society at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and historical society representatives to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting. See section VII below for a more detailed schedule of deliverables.

## **BACKGROUND RESEARCH**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the County, and historic district and individual property nominations for district(s) and properties in the County. It is also expected that the consultant will examine all pertinent information related to the proposed project area in the County's government records. It is expected that the consultant will also carry out background research in other repositories, as necessary, and at a minimum, including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

## **PROJECT DELIVERABLES**

Interim draft survey materials are due at intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Electronic copies of the materials will be submitted to the Architectural Historian in Western Region Preservation Office and to DHR's Architectural Survey Coordinator. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's Architectural Historian in the Western Regional Office and DHR's Survey Coordinator.

The consultant will attend a project meeting with DHR's Western Region Office staff, County officials, and members of the Bedford Historical Society no later than Thursday, October 31, 2013 to discuss the project. Also, priority properties to be included in this study and a draft list of the properties to be documented shall be discussed

By Thursday, April 3, 2014, all complete, final documentation products (printed and electronic documentation forms, photographs, and site plans) must be received by DHR's Western Region Office. Printed copies of all survey materials will also be provided to the Bedford Historical Society. Distribution of materials to the Historical Society will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, Western Region Preservation Office. By this date a draft copy of the survey report, in electronic format and prepared as per DHR's *Guidelines* (2011) will be provided to DHR's Western Region Architectural Historian, DHR's Survey Coordinator, the County and the Bedford Historical Society.

By Thursday, May 1, 2014 the final version of the survey report, revised as per review comments, will be provided by the consultant. Three bound copies and electronic copy will be provided to DHR's Survey Coordinator; one bound and one electronic copy will be provided to the Western Region Office; and four bound and one electronic copy will be provided to the Bedford Historical Society.

Final documentation products (archives files) and the final survey report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the County, according to the Detailed Schedule (Section VII).

## CONSULTANT DATA SHEET

**YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	PERIOD OF SERVICE	CONTACT PERSON & INFORMATION

## DETAILED SCHEDULE OF DELIVERABLES

*Note: The project schedule may be accelerated by the consultant with prior approval of DHR and BHS.*

### **Thursday, October 31, 2013 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and involved local parties.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.

### **Thursday, December 12, 2013 – Windshield survey completion, sample survey forms and public meeting:**

- The remainder of the windshield survey, begun in 2012, for identification of properties worthy of survey shall be completed and identified sites in an Excel spreadsheet, along with maps showing each site's location, submitted to the Bedford Historical Society (BHS) and to the Architectural Historian in the Western Regional Preservation Office (WRPO).
- 10% (at least 12) sample completed reconnaissance survey forms submitted, in digital format, via email to the WRPO Architectural Historian, and to DHR's Architectural Survey Coordinator.
- The contractor will coordinate with WRPO staff and the Bedford Historical Society to schedule a public meeting with county officials and interested parties to take place in Bedford County.

### **Thursday, January 30, 2014 - 50% completion:**

- At minimum **sixty (60)** additional draft reconnaissance-level property documentation forms, with photographs and supporting documentation (site plans), *all in digital format*, will be submitted to the WRPO and DHR Survey Coordinator. The contractor will submit a combination of updated documentation for previously identified properties and documentation for newly identified properties.

### **Thursday, February 28, 2014 – 75% completion:**

- At minimum **thirty (30)** additional draft reconnaissance-level property documentation forms, with photographs and supporting documentation (site plans), *all in digital format*, will be submitted to the WRPO and DHR Survey Coordinator. The contractor will submit a combination of updated documentation for previously identified properties and documentation for newly identified properties.

### **Thursday, March 13, 2014 – 100% completion**

- At minimum **twenty-three (23)** additional draft reconnaissance-level property documentation forms, with photographs and supporting documentation (site plans), *all in digital format*. The contractor will submit a combination of updated documentation for previously identified properties and documentation for newly identified properties.

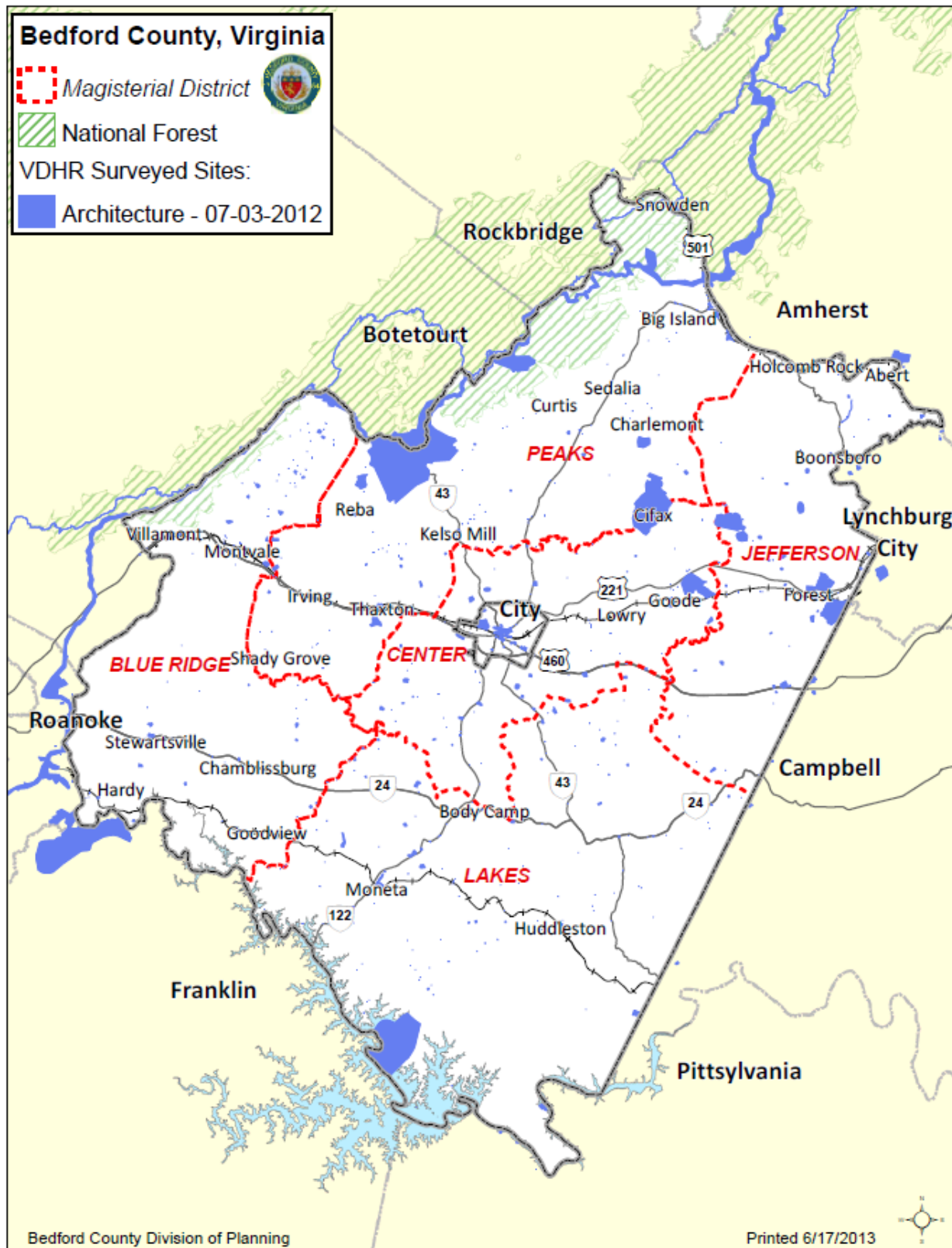
### **Thursday, April 3, 2014 – Final survey files delivery and Draft Report**

- All 125 survey forms (*revised* as per DHR review comments), and all required supporting materials, *in both hard copy and digital format*, will be submitted to the WRPO Architectural Historian, and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- A draft survey report, prepared according to DHR Standards will be submitted (*in digital format*) to the WRPO Architectural Historian, DHR's Survey Coordinator, and the Bedford Historical Society for review.

### **Thursday, May 1, 2014 - 100% project completion:**

- Three bound copies and one electronic copy of the final survey report (*revised* as per review comments) delivered to DHR Architectural Survey Coordinator; one bound and one electronic copy delivered to the WRPO; four bound copies and one electronic copy delivered to the Bedford Historical Society.

MAP: Previously Recorded Resources in Bedford County



**ATTACHMENT F**

**TOWN OF BOONES MILL  
FRANKLIN COUNTY  
UPDATED SURVEY AND HISTORIC  
DISTRICT NOMINATION**

## PROJECT OVERVIEW

**Issue Date:** August 21, 2013

**Title:** **Town of Boones Mill Updated Survey and Nomination**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work  
Will Be Performed:** **Town of Boones Mill, Franklin Western**

**Period of Contract:** Date of Award through Monday, June 30, 2014

Responses will be received until **4:00 PM, Wednesday, September 11, 2013**, for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to carry out the updated survey and nomination of the Town of Boones Mill project. It is anticipated that this historic resources documentation effort will support the Town's long-range historic preservation planning efforts, and will lead to nomination to the National Register of Historic Places and Virginia Landmarks Register properties included in this study that prove to be eligible for listing in the registers.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the Town and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

Boones Mill, a very small town and one of the older communities in the area, is located on a historically busy transportation route through the Blue Ridge, now known as U.S. Highway 220. The proposed historic district is a few acres in size and is generally defined by the town limits and the largely hilly topography surrounding the town. Historic resources in the proposed district are clustered in and around the core of the town and are comprise a mix of residential and commercial buildings dating from the late-18th through the mid-20th centuries.

In 1997-1998, as part of a separate project, a reconnaissance level survey of the 37 properties within the proposed Boones Mill Historic District was performed and the entire area recommended potentially eligible for listing in the Virginia Landmarks Registry and the National Register of Historic Places. At that time, DHR concurred with this recommendation. Since this recommendation, DHR's Western Region Architectural Historian has visited the area and confirms it is still potentially eligible.

This project will update the existing survey of the 37 individual resources within the proposed district, update the proposed boundary as needed, and prepare documentation to formally nominate the proposed district to the Virginia Landmarks Registry and the National Register of Historic Places.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the updated survey and nomination of the proposed Boones Mill Historic District. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and the Town that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and

resubmission.

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and updated data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS). These products shall be provided to DHR and to the Town.

## **RECONNAISSANCE DOCUMENTATION**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each identified property:

One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;

One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);

One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and

One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## **NOMINATION FORM**

The consultant shall prepare a nomination form using the *National Register of Historic Places Registration Form* available from DHR's Western Region Architectural Historian and on DHR's website: [http://www.dhr.virginia.gov/registers/downloading\\_register\\_forms.htm/](http://www.dhr.virginia.gov/registers/downloading_register_forms.htm/). The form will be prepared following all applicable guidelines including *National Register Bulletin: How to Complete the National Register Registration Form* (1997) available online from the National Park Service at: <http://www.nps.gov/nr/publications/bulletins/pdfs/nrb16a.pdf> and DHR's *National Register of Historic Places and Virginia's Landmarks Registry Nomination Process* available at: [http://www.dhr.virginia.gov/registers/Nomination%20Process\\_2012.pdf](http://www.dhr.virginia.gov/registers/Nomination%20Process_2012.pdf).

## **PROJECT SCHEDULE OVERVIEW**

## **PROJECT INITIATION AND V-CRIS TRAINING**

At the start of the project, the contractor will attend a project orientation meeting with DHR's

Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the Town at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and Town officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting.

## **BACKGROUND RESEARCH**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the Town, and historic district and individual property nominations for district(s) and properties in the Town. It is also expected that the consultant will examine all pertinent information related to the proposed project area in the Town's government records. It is expected that the consultant will also carry out background research in other repositories, as necessary, and at a minimum, including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

## **PROJECT DELIVERABLES**

Interim draft survey materials are due at intervals throughout the project (see Detailed Schedule, Section VII). Electronic copies of the materials will be submitted to the Architectural Historian in Western Regional Preservation Office and to DHR's Architectural Survey Coordinator. A hard copy of the final copy of the nomination form will be provided to the Town. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when submittals are approved by DHR's WRPO Architectural Historian and Survey Coordinator.

Final documentation products (archives files) and the final survey report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the Town, according to the Detailed Schedule (Section VII).

The consultant will attend a project meeting with DHR's Western Regional Office staff and Town officials no later than Thursday, October 31, 2013 to discuss the project. A windshield survey of the survey area is expected to be conducted as part of this meeting.

By Tuesday, January 28, 2014, all complete, final documentation products (printed and electronic documentation forms, photographs, and site plans) must be received by DHR.

By Thursday, February 28, 2014 the draft National Register of Historic Place Registration form and all required supporting documentation will be submitted in hard copy and digital format to the Architectural Historian, Western Region.

By Tuesday, May 20, 2014 a public hearing will be held by DHR's Western Region Architectural Historian, in the Town of Boones Mill. It is expected that the consultant will attend this meeting and provide a brief presentation. Also by this date, the consultant will provide the final National Register of Historic Place Registration form, revised based on comments from DHR. The final submittal will be in hard copy and digital format and will include all required supporting documentation.

## CONSULTANT DATA SHEET

**YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	PERIOD OF SERVICE	CONTACT PERSON & INFORMATION

## DETAILED SCHEDULE OF DELIVERABLES

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and the Town.*

### **Thursday, October 31, 2013 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, and Town officials.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.

### **Thursday, November 7, 2013 – Sample survey form completion**

- A sample of five (5) updated survey forms will be submitted, in digital format, via email to the Architectural Historian in the Western Regional Preservation Office (WRPO) and to DHR's Architectural Survey Coordinator.

### **Thursday, December 12, 2013 – Survey completion:**

- At minimum **thirty-seven (37)** *draft* reconnaissance-level property documentation forms, with (jpeg) photographs, and supporting documentation (site plans) *all in digital format*, submitted to the WRPO Architectural Historian *and* to DHR's Architectural Survey Coordinator for review.

### **Tuesday, January 28, 2014 – Final survey materials delivered:**

- At minimum **thirty-seven (37)** reconnaissance-level property documentation forms (*revised* as per DHR review comments), with all required supporting materials (*in hard copy and digital format*), including black-and-white printed photos, submitted to the WRPO Architectural Historian.

### **Thursday, February 28, 2014 – Draft nomination completion:**

- The Boones Mill Historic District register nomination, in complete *draft* form with all required supporting materials (*in hard copy and digital format*) submitted to the WRPO Architectural Historian.

### **Tuesday, May 20, 2014 – Public hearing and final register materials completion:**

- The consultant will coordinate with DHR Western Preservation Office Architectural Historian to schedule a public hearing in Boones Mill between May 12 and May 20, and attend to provide a brief presentation.
- The Boones Mill Historic District register nomination (*revised* as per DHR review comments), in final form with all required supporting materials (*in hard copy and digital format*) will be submitted to the WRPO Architectural Historian.

**MAP: Proposed Boones Mill Historic District, Town of Boones Mill, Franklin County**



Virginia Department of Historic Resources - June 17, 2013  
9:07 am

Proposed Boones Mill HD boundary  
2013

**ATTACHMENT G**

**PAXTON STREET RECONNAISSANCE  
SURVEY AND GROVE STREET  
PRELIMINARY INFORMATION FORM, CITY  
OF DANVILLE**

## PROJECT OVERVIEW

**Issue Date:** August 21, 2013

**Title:** **Paxton Street Reconnaissance Survey and Grove Street Preliminary Information Form**

**Commodity Code:** **90700**

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
Administrative Services Division  
10 Courthouse Avenue  
Petersburg, Virginia 23803

**Location Where Work Will Be Performed:** **City of Danville**

**Period of Contract:** Date of Award through Monday, June 30, 2014

Responses will be received until **4:00 PM, Wednesday, September 11, 2013** for furnishing the services described herein. They may be hand delivered, or provided by U.S. mail, by FedEx, or UPS (no faxed or e-mailed responses will be accepted), to:

Ms. Elizabeth Reighard  
Procurement Officer  
Department of Historic Resources  
10 Courthouse Avenue  
Petersburg, VA 23803  
Phone number: (804) 862-6193  
[Elizabeth.Reighard@dhr.virginia.gov](mailto:Elizabeth.Reighard@dhr.virginia.gov)

All inquiries about the scope of the projects should be directed to Ms. Carey Jones at (804) 482-6453 and all questions about the solicitation itself or procurement process should be directed to Ms. Elizabeth Reighard at (804) 862-6193.

## **PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of services by the Commonwealth of Virginia's Department of Historic Resources (DHR) to complete the Paxton Street reconnaissance survey and Grove Street Preliminary Information Form (PIF) project. It is anticipated that this historic resources documentation effort will support the City's long-range identification and historic preservation planning efforts.

All administrative functions of this project will be the responsibility of DHR, including securing professional services to accomplish the work, and management of the project to ensure a product that will meet the needs and requirements of both the City and DHR, and that is delivered in a timely manner.

## **BACKGROUND AND PROJECT INFORMATION**

### **Paxton Street Reconnaissance Survey**

Paxton Street area is bordered by Jefferson Street to the east, Colquhoun Street to the north, Holbrook Avenue to the west and railroad tracks to the south. In 2012-2013, the City of Danville submitted a Cost Share Survey and Planning application to perform a reconnaissance survey of approximately 200 properties in the Paxton Street area. Due to limited funding, only 100 properties were completed in 2012-2013. The current project will complete the Paxton Street reconnaissance survey, with the identification and recordation of approximately 100 properties.

### **Grove Street Area Preliminary Information Form**

The Grove Street Area is located between the Old Westend Historic District and the Holbrook- Ross Historic District. The Area contains both sides of Grove Street with properties along Jefferson Avenue, Chestnut Place, Chambers Street, and Ross Street. It is comprised of approximately 61 individual properties and the Grove Street Cemetery, one of the oldest cemeteries in the City. A preliminary information form (PIF) is requested to determine if this area is eligible as a historic district for listing in the Virginia Landmarks Register and the National Register of Historic Places.

## **STATEMENT OF NEEDS**

The consultant shall provide all labor and materials for the Paxton Street reconnaissance survey and the Grove Street Area PIF. Field survey and preparation of all materials shall be consistent with the procedures established by the U.S. Department of the Interior, National Park Service *Guidelines for Local Surveys: A Basis for Preservation Planning* and all requirements as outlined in DHR's *Guidelines for Conducting Historic Resources Survey in Virginia* (2011) available on DHR's website at: [www.dhr.virginia.gov/pdf\\_files/Survey%20Manual-RevOct.2011Final.pdf](http://www.dhr.virginia.gov/pdf_files/Survey%20Manual-RevOct.2011Final.pdf).

It is the expectation of DHR and the City that all materials prepared for this project will be professionally executed according to requirements included in Attachment E of this RFP, fully proofread and edited by the contractor, and submitted according to requirements set forth in Attachment F of this RFP. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission.

## **PROJECT DELIVERABLES**

Project deliverables will include hard copy property documentation (Archives files) for all properties recorded and data entry of all surveyed properties into DHR's Virginia Cultural Resources Information System (V-CRIS). These products shall be provided to DHR and to the City.

## **RECONNAISSANCE DOCUMENTATION – PAXTON STREET AREA**

As per DHR's *Guidelines* (2011), the following materials shall be provided for each identified property in the Paxton Street area:

One (1) hard copy reconnaissance-level documentation form utilizing V-CRIS for the data entry;

One (1) set of 3½" x 5" black and white, archival photographs placed in neatly labeled DHR photo transparent sheets and labeled according to DHR requirements (4" x 6" black and white photos may be used if 3½" x 5" size photos cannot be obtained);

One (1) set of digital images saved on a CD-ROM as an uncompressed TIF file, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Guidelines* (2011); and

One (1) site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

## **PRELIMINARY INFORMATION FORM -- GROVE STREET AREA**

The Grove Street Area PIF will be prepared using the *Preliminary Information Form – Historic Districts* available from DHR's Architectural Historian, Western Region or on DHR's website:

[http://www.dhr.virginia.gov/registers/downloading\\_register\\_forms.htm](http://www.dhr.virginia.gov/registers/downloading_register_forms.htm). Guidance for preparing the PIF can be found on DHR's website: [http://www.dhr.virginia.gov/registers/register\\_pif.htm](http://www.dhr.virginia.gov/registers/register_pif.htm) and from DHR's Architectural Historian, Western Region.

## **SURVEY REPORT FOR PAXTON STREET SURVEY**

At the conclusion of the project, a relatively brief report containing a management summary and architectural summary of the Paxton Street area, plus recommendations for further work, is expected. Detailed contexts or lengthy discussions are not required. The architectural summary will consist of brief analysis of the collective group of buildings in the survey, citing some of the best examples of various forms and styles, with limited descriptions and statistical data. Inclusion of images and map(s) is encouraged.

## **PROJECT SCHEDULE OVERVIEW**

### **PROJECT INITIATION AND V-CRIS TRAINING**

At the start of the project, the contractor will attend a project orientation meeting with DHR's Architectural Survey Coordinator and Archivist. This meeting can include V-CRIS training (if necessary) and can be coordinated with conducting required background research in DHR's Archives (see item V.B., below). At this time the consultant may obtain archives packaging materials (file folders, negative sleeves, photo sleeves, etc.) for this project from DHR's Archivist and make copies of all materials relevant to this project located in DHR's Archives (copies are free of charge, and are to be provided to the City at the end of the project). During the initial phase of the project, the consultant shall meet with DHR and City officials to discuss the goals, progress, and findings of the project.

It is anticipated that there will be at least one public meeting during the initial stage of the project; the consultant may be required to make a brief presentation on the proposed project methodology at this meeting. (See detailed schedule of deliverables, below).

### **BACKGROUND RESEARCH**

Prior to beginning fieldwork, the consultant will review existing materials relevant to the study area held by the DHR Archives, including documentation on properties in the City, and historic district and individual property nominations for district(s) and properties in the City. It is also expected that the consultant will examine all pertinent information related to the proposed project area in the City's government records. It is expected that the consultant will also carry out background research in other repositories, as necessary, and at a minimum, including local historical society records, and materials at the Library of Virginia and the Virginia Historical Society.

### **PROJECT DELIVERABLES**

Interim draft survey materials are due at intervals throughout the project, at 25%, 50%, and 75% completion points (See Detailed Schedule, Section VII). Hard copies of the materials will be submitted to the Architectural Historian in Western Regional Preservation Office and electronic copies (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator. An additional disk with electronic materials shall also be provided to the City. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. DHR will remit interim payments when the 25%, 50%, 75% and 100% submittals are approved by DHR's WRPO Architectural Historian and DHR's Survey Coordinator.

The consultant will attend a project meeting with DHR's Western Regional Office (WRPO) staff and City officials no later than October 31, 2013 to discuss the project. A windshield survey of some of the properties to be considered for this project is expected to be conducted as part of this meeting. Also,

priority properties to be included in this study and a draft list of the properties to be documented shall be discussed. Part of this meeting may also include a public meeting; otherwise a separate public meeting may be held during the initial phase of the project, and before the 25% completion point is reached (by December 19, 2013), at the discretion of the City and DHR.

By Tuesday, May 6, 2014, all complete, final documentation products (printed and electronic documentation forms, photographs, and site plans) must be received by DHR's Western Regional Office. An electronic copy of all survey materials will also be prepared for the City. Distribution of materials to the City will be handled by the consultant in consultation with DHR's Architectural Survey Coordinator and Architectural Historian, WRPO.

Final documentation products (archives files) and the final survey report shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to DHR, and by the City, according to the Detailed Schedule (Section VII).

## CONSULTANT DATA SHEET

**YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service. Years: \_\_\_\_\_ Months: \_\_\_\_\_.

**REFERENCES:** Indicate below a listing of at least three (3) recent references you have provided historic preservation related work. Include the date service was furnished and the name, address and phone number of the person the purchasing office has your permission to contact.

CLIENT NAME	PERIOD OF SERVICE	CONTACT PERSON & INFORMATION

## DETAILED SCHEDULE OF DELIVERABLES

*See item IV above for a detailed schedule, with further information on deadlines for meetings and due dates. The project schedule may be accelerated by the consultant with prior approval of DHR and the City.*

### **Thursday, October 31, 2013 – Project Initiation and Background Research Complete:**

- First project meeting with contractor, DHR staff, City officials and involved parties.
- Project orientation meeting and V-CRIS training (if needed) with DHR staff.
- Background research at DHR Archives complete.

### **Thursday, November 21, 2013 – Sample survey forms**

- 10% (at least 10) sample completed reconnaissance survey forms will be submitted, *in digital format*, via email to the Architectural Historian in Western Regional Preservation Office (WRPO), and to DHR's Architectural Survey Coordinator.

### **Thursday, December 19, 2013 – 25% survey completion and public meeting:**

- At minimum **twenty-five (25)** draft reconnaissance-level property documentation forms, with photographs and supporting documentation (site plans), *all in digital format* submitted to the Architectural Historian in Western Regional Preservation Office (WRPO) and DHR's Architectural Survey Coordinator.
- The contractor will coordinate with WRPO and the City to schedule a public meeting to take place in Danville.

### **Tuesday, February 18, 2014 - 50% survey completion and PIF submittal:**

- At minimum **twenty-five (25)** additional draft reconnaissance-level property documentation forms will be submitted, *in digital format*, via email to the WRPO Architectural Historian and to DHR's Architectural Survey Coordinator.
- Reconnaissance-level property documentation forms (*revised* as per review comments) and supporting materials from the initial submission also due, *in both hard copy and digital format*, to the WRPO Architectural Historian, and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- Grove Street Historic District PIF and all required supporting materials, in *hard copy and digital format*, delivered to WRPO architectural historian.

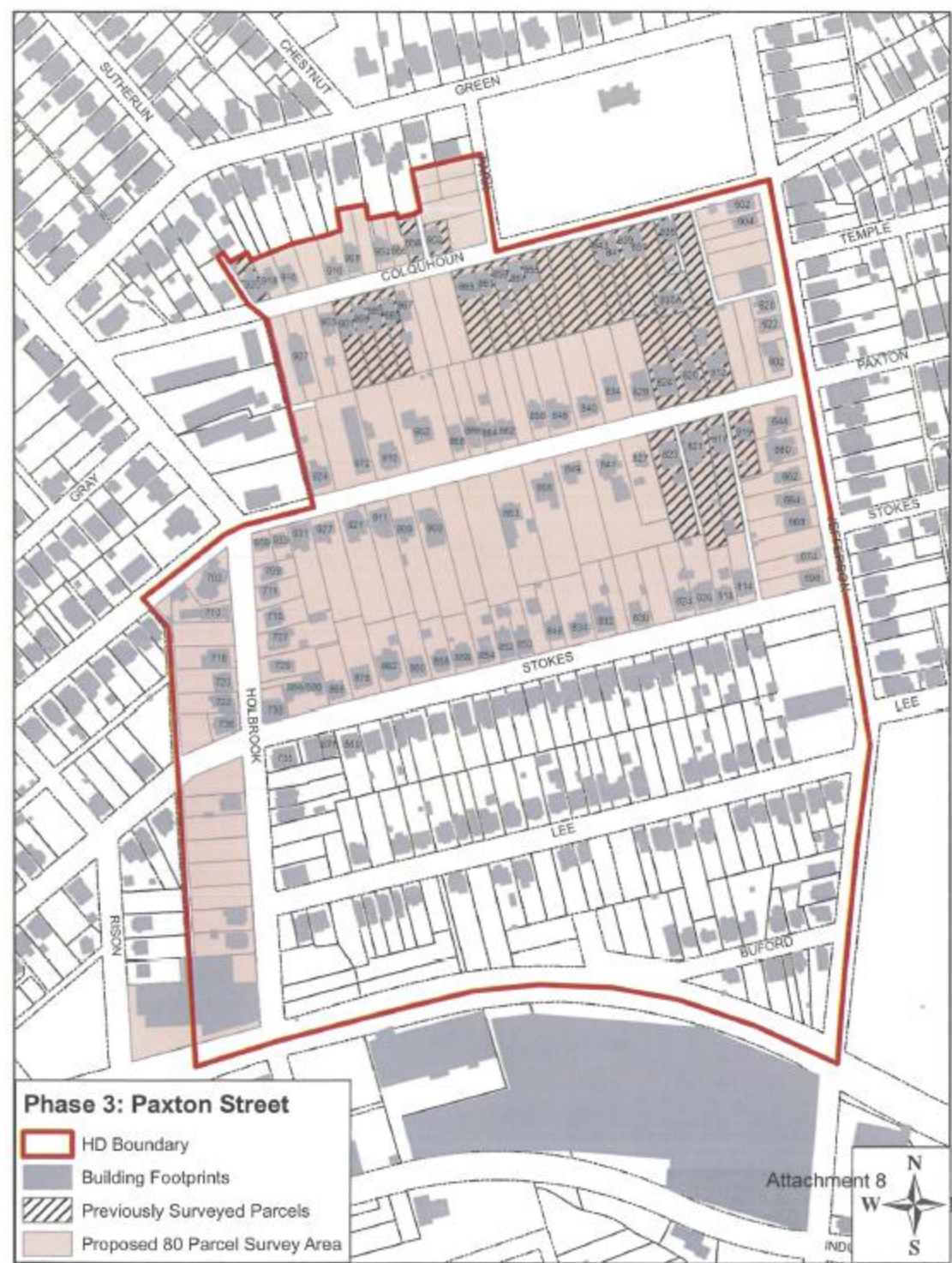
### **Tuesday, April 1, 2014 – 75% completion and draft survey report:**

- At minimum **twenty-five (25)** additional draft reconnaissance-level property documentation forms will be submitted, *in digital format*, via email to the WRPO Architectural Historian and to DHR's Architectural Survey Coordinator.
- Reconnaissance-level property documentation forms (*revised* as per review comments) and supporting materials from the 50% submittal also due, *in both hard copy and digital format*, to the WRPO Architectural Historian, and electronic copies of the supporting documentation (on a CD or via VITAShare) to DHR's Architectural Survey Coordinator.
- A draft survey report, prepared according to DHR Standards will submitted to the WRPO Architectural Historian, DHR Survey Coordinator, and the City *in digital format* for review.

### **Tuesday, May 6, 2014 - 100% survey completion:**

- All complete, final survey products including the remaining 50 documentation forms, photographs (printed black-and-white and color digital), and site plans, *in both hard copy and digital format*, to WRPO Architectural Historian.
- Three bound, printed copies and one electronic copy of the final survey report (*revised* as per review comments) delivered to DHR's Architectural Survey Coordinator; two bound copies and one electronic copy delivered to the WRPO Architectural Historian; two bound copies and one electronic copy delivered to the City.

**MAP: Paxton Street Area**



Source: City of Danville Cost Share Application (2013).